These notes are designed for those submitting walk proposals. They offer key information about the process and about completing the form. We've created separate documents about planning a walk and leading a walk.

1. We'd love you to offer a walk for inclusion in Bristol Walk Fest 2016. The team can provide support to anyone wishing to do so. If you need help at any stage, please call Stuart Riddle, this year's Project Co-ordinator on 0117 3521663 or email bristolwalkingfestival@bristol.gov.uk

2. Please complete the form by 5pm, Tuesday 26th January 2016. This is really important to us as we have a tight schedule for getting copy to the printers for effective distribution.

3. Forms can be completed via Survey Monkey at: www.surveymonkey.com/r/bristolwalksfest; emailed to: bristolwalkingfestival@bristol.gov.uk; or posted to: Bristol Walk Fest 2016, Bristol City Council, Unit 2, The Greenway Business Centre, Doncaster Road, Southmead, Bristol, BS10 5PY.

4. It is our aim this year to ensure that each walk provider is acknowledged individually within the event programme – we hugely appreciate all contributions. As space is at a premium in the programme, it is not yet possible to guarantee the location or format of any acknowledgement.

5. Please complete a separate form for each different walk you’d like to offer. However, if you’d like to offer the same walk more than once, then you can indicate this on a single form.

6. Please tick the right hand column in the Walk Proposer Details section on the proposal form if you are happy for us to print your information – it could hugely help potential walkers.

7. Please consider the title of your walk. This is a key way to ‘market’ your walk to potential walkers. You may choose snappy and dynamic sounding titles, or concise and descriptive. Do think about what your potential walkers will expect from whatever title you choose.

8. If your walk proposal is successful, we will try and give you your first choice of date and time. However, it is important that we offer a range of walks across the broadest possible set of days and time. As a result it is possible that you’ll be contacted to discuss other options.

9. Grading your walk and giving details of other features walkers might expect is not an exact science, please use your experience to make a ‘best-fit’ response. Although not perfect, this does offer a helpful guide to potential walkers.

10. As the walk organiser you will be responsible for the safety and wellbeing of participants on your walk. We ask that you undertake a risk assessment of your walk and that you have public liability insurance for participants. A template risk assessment form is available to help with this process.

11. Our aim is to offer the majority of walks (at least two thirds) at no cost to walkers, but we will happily consider proposals which require a participant fee. If you are proposing a walk which has a cost please consider offering concessions and / or a Bristol Walk Fest 2016 discount on your standard cost.

12. Walks providers will be responsible for taking their own bookings and/or payment if required. You may wish to use a website like EventBrite to manage this.

13. We very much welcome submission of walk proposals before the deadline. Any early submissions will be considered for use in advance marketing activities and will have a chance of reaching a wider audience.

14. We will inform you whether your proposal has been accepted by Wednesday 17th February 2016.

15. Bristol Walk Fest 2016 will send you a marketing tool kit to help you promote your walk and will collate and publish an event programme - available to the public early April 2016.